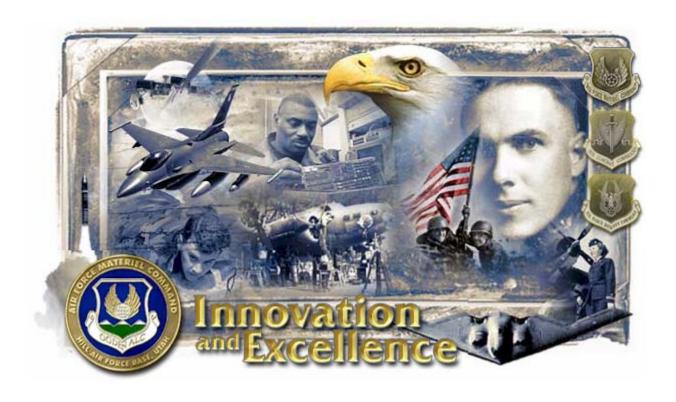# 75 COMMUNICATIONS SQUADRON

Publishing Management (75 CS/SCSP)

How To Publish A Hill AFB Publication

How to Publish a Hill AFB Publication

Table of Contents

Preparing a New Hill AFB Publication

A "new" Hill AFB publication is defined as a publication that has never been in existence in the publishing inventory.

Getting Started. Like any writing project, starting a Hill AFB publication may be difficult. There are various kinds of material you can work with. You may have a complete manuscript to rewrite, only a rough draft, or little more than a broad outline of notes. Whatever material you have, you have to face the same problem, how to begin converting that raw material into a publication. The first step is careful planning. Careful planning and research will allow you to see what you have to do and what material you will include. Research your subject matter by reviewing higher-headquarters publications for related subject matter.

Planning a New Publication. Determine what type of Hill AFB Publication you will require by reviewing the following types of publications and their uses:

Hill AFB Instruction-(Directive Publication). Use a Hill AFB Instruction if you want to direct action, ensure compliance, or give detailed procedures to a standard action across Hill AFB. Instructions will carry the compliance banner statement ("COMPLIANCE WITH THIS PUBLICATION IS MANDATORY"). *The Hill AFB Publishing Manager will insert the compliance statement banner.* Hill AFB Instruction Template

NOTE

Hill AFB Instructions must be as as restrictive as the higher headquarters publications and must not contradict the higher-headquarters publications.

Hill AFB Manual–(Directive Publication). Manuals are extensions of instructions and are therefore, also directive publications. Use them as guidance documents for procedures that usually contain examples for performing standard tasks, or supporting education and training programs. *Hill AFB Manuals will not carry the compliance banner statement.* Hill AFB Manual Template

NOTE 1

Hill AFB Manual must be as restrictive as the higher headquarters publications and must not contradict the higher-headquarters publications.

NOTE 2

If due to language of the manual, the OPR determines compliance is mandatory, the OPR will request the Hill AFB Publishing Manager include the "compliance" banner statement. The request will be annotated in Block 16-Remarks of AF Form 673, Request to Issue Publication.

Hill AFB Supplement–(Directive Publication). Supplements add material to a publication issued by higher -headquarters (AF or HQ AFMC). Supplements must be as restrictive as the basic publication (AF or HQ AFMC). Hill AFB Supplements will carry the compliance banner statement. *The Hill AFB Publishing Manager will insert the compliance statement banner.* Hill AFB Supplement Template

Hill AFB Pamphlet–(Nondirective Publication). Pamphlets are informational and suggest guidance that can be modified to

fit the circumstances. Complying with publication in this category is expected, but not mandatory. Use these publications as references aid, "how-to" guides, or as sources of official information. Pamphlets may provide guidance regarding reports, but may not prescribe reports. They may cite forms and provide guidance on completing them, but may not prescribe them. Hill AFB Pamphlets do not carry the "compliance" banner statement. Hill AFB Pamphlet Template

Hill AFB Directory–(Nondirective Publication). Directories are informational publications that are compilations serving to direct. They are arranged in alphabetical order or classed order, such as listing of addresses, affiliations, or functions. Hill AFB Directories do not carry the "compliance" banner statement. Hill AFB Directory Template

Hill AFB Handbook–(Nondirective Publication). Handbooks are reference books on the technical aspects of a particular subject or a compilation of factual data and instructional material not subject to frequent revision. Hill AFB Handbooks do not carry the "compliance" banner statement. Hill AFB Handbook Template

Hill AFB Catalog–(Nondirective Publication). Catalogs are informational publications that are detailed listings, which describe or list a collection of information according to some plan. Hill AFB Catalogs do not carry the "compliance" banner statement. Hill AFB Catalog Template

Hill AFB Visual Aid–(Nondirective Publication). Visual aids do not require fill-in information. They are posters or graphic illustrations. Issue them for display on walls, bulletin boards, desk, and other places. There are two types of visuals aids: Permanent: These explain or instruct. Temporary: These inform or motivate. As a rule, limit display to 90-calendar days or less. Hill AFB Visual Aids do not carry the "compliance" banner statement. ***No visual aid template provided***

STEP 1 – PREPARING NEW DRAFT PUBLICATION

- ## Formatting your Publication

  °Prepare your draft publication using Word for Windows, Times New Roman (12), 1-inch margins (left, right, top, and bottom); single-spaced, one column (not dual column), left and right justified. *Do not use the following formatting in your draft publication:*

  - Paragraph indents after a paragraph number

  - Tabs after a paragraph number

  - Soft returns at the end of a line sentence, or paragraph

  - Hard returns at the end of a line. Use word wrap.

  - Auto numberings

  - Tables--Do not use tabs or soft returns in tables. Create cells.

  - Graphics--Do not embed graphic files. Provide separate files in the format of a ".tiff," ".jpeg," or .".jpg" formats for your each of your graphics files. Insert the graphic in your publication to show placement in the publication.

  ### NOTE

  Don't insert a date on your draft publication. The Publishing Management Office (75 CS/SCSP) will insert the date and compliance and availability statements when the publication is ready for final publishing.

- ## Publication Subject Series Title & Publications Number

  o The publication number consists of a series number and control number that identifies your publication; e.g., Hill AFB Instruction 33-101.

    - You need to determine what subject series your publication belongs to and, accordingly, use the appropriate series number. *Review AFI 33-360, Volume 1, Attachment 8*, to determine what numerical subject series best describes your subject matter.

- The Hill AFB Publishing Manager assigns the control number (last numbers after the subject series number and dash) of the publication. You may request the control number from the publishing manager--but you must submit the purpose statement of your publication before the control number will be issued to you.

Publication Title

o This is the title you choose to call your publication. It should clearly and concisely describe your publication. Try to express it in a few words—no more than 10, if possible. *Don't use terms such as "handbook" in the title of the publication*

Writing the Purpose Statement

A purpose statement is written for all categories of publications with the exception of Hill AFB Supplements. Supplements "may" have purpose statements if the OPR has determined that a purpose statement is needed to expand on the applicability of the policy.

All Hill AFB Publications must have antecedent AF Policy Directive (AFPD) or AFMC Policy Directive (AFMCPD) that is being implemented.

The "purpose" statement describes the publications contents. The purpose statement should be brief, but it should also be complete. It should not explain any of the contents in detail, but fully identify the contents. It will also identify to whom your publication applies—its users. Sample: "This instruction implements AFPD 33-3, *Title of AF policy directive,* and applies to ...."). *For additional information on the purpose statement, see AFI 33-360, Volume 1, paragraph 3.38.*

Suggested Improvements Statement

If you encourage users to provide you feedback and invite suggestions for changes or improvements, add a statement that say so. This statement twill your users what activity wrote the publication and where they can send comments or suggestions for changes or improvements.

"Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, to (your office title and office mail symbol, street address, Hill AFB UT 84056-XXXX (XXX is the last four digits of you zip code)."

Foreword

o Only nondirective publications may have a "foreword" to provide a personal message. Limit the foreword to one page. They may be written by the OPR or the endorsing official, but must not identify the writer by name. The foreword should always be brief

and should be put before the title page and the table of contents. Do not number the foreword page.

- ## Table of Contents

  o The table of contents lists the divisions of the publication. A table of contents serves the whole publication. List the main divisions of your publication by number and title. List them exactly as they appear in the text, and in the same order. Include the title of each part, chapter, section, and main paragraph. A table of contents is used when the publication is 20 or more pages in length.

- ## Prescribing a Hill AFB Form in Your Publication

  If the publication prescribes a form, allow enough time to design the new form. Contact the Base Forms Manager, 75 CS/SCSP, extension 777-3913. Forms Guidance: <u>What Is a Form and Forms Development Requirements</u>

  ° The prescribing directive (Hill AFB Publication) will:

    ▪ Explain who completes the form

    ▪ Number of copies needed.

    ▪ What to do with each copy

    ▪ How to process the form.

    ▪ Lists "Form Prescribed" in the last paragraph of the publication by form designator and number in numerical sequence.

      Citing Forms. The first time you cite a form in the body of your publication, give the abbreviation for the type of form it is, it's number, and its title e.g., "Use AF Form 673, Request to Issue Publication, to Record coordination on your publications." After your first reference to the form, cite only its number when you mention it again, e.g., "Submit AF Form 673 only by mail."

      Blank Copies of Forms. Blank copies of your forms will not be placed in the publication. A completed "sample" form may be placed in the publication if the form is so complicated that the user needs more than your narrative instructions to fill it out. If you have questions regarding the use of blank or sample forms in your publication, call the Hill AFB Publishing Manager, extension 777-3658.

- ## Misc

  o **Citing References.** When citing a reference, tell reader why the reference information is needed, unless it's obvious. References such as "in current directives, " contained in existing instructions" and "as prescribed in pertinent publications" are vague and of little

value. Refer only to other publication the reader must use or are authorized. List all references cited in the publication in Attachment 1, titled, *Glossary of References and Supporting Material.*

o **Abbreviations and Acronyms.** The first time you use an abbreviation or acronym in a publication, show the word or phrase followed by its abbreviation or acronym in parentheses. Don't show the abbreviation or acronym if you use the term only once. Don't use an "s" the first time you use an abbreviation, even though the term is plural of the abbreviation.   Use abbreviations and acronyms only to avoid frequently repeating a word or phrase

o **Official Office Titles, Symbols, and Addresses.** The first time you reference an office, spell out the organization's name and then in parentheses indicate the office mail address e.g., Publishing Management (75 CS/SCSP), thereafter just use the functional address symbol e.g., 75 CS/SCSP).

NOTE 1

The Administrative Communications (75 CS/SCSA) office has a listing of all approved offices and their address symbols for you to use—Office symbols and addresses may be found on the HillNet under the "Resources" icon.

NOTE 2

The office titles and symbols are in Microsoft Excel spreadsheet format. The information that you will be using is in column "A" (address symbol) and column "B" (title). Column "B" also includes the "unit" title i.e., Ogden Air Logistics Center; 75th Air Base Wing, 75th Communications Squadron—Don't include the "unit" title in the official office title. If you have questions regarding the title, please contact Jeni Hadden, 75 CS/SCSA, extension 777-4903.

o **Does your publication contain Privacy Act Information?** If so, consult with your organizational privacy act monitor, and the OO-ALC Privacy Act Manager.

o **Charts, maps, and other graphics.** Include in your publication if absolutely essential.

NOTE

Charts, maps, and other graphic files must be saved in ".jpeg," "jpg" or ".tiff" format and submitted with the final draft publication on a disk.

o **Don't date your draft publication**--draft publications are not to be used as implementation or compliance documents. When the publication is ready for final publishing, the Hill AFB Publishing Manager inserts the date.

o **Signature Block on the Last Page**--Do not insert the signature block. The Base Publishing Manager will insert the signature block. Note: The signature element on the last page will be your unit director/deputy director (2-letter office symbol). This individual will sign in block 20 of the AF Form 673, but they do not sign the actual publication.

STEP 2 – INTERNAL COORDINATION

Formally coordinate your publication with offices in your organization having a technical interest in your publication.

- **COORDINATE WITHIN YOUR FUNCTIONAL AREA -- USE A MEMO OR E-MAIL, NOT AN AF FORM 673**

- Ensure that applicable personnel within your organization agree on your draft before sending it outside of your directorate for coordination. For example, if you're in Supply, coordinate through affected Supply offices.

Methods of Obtaining Coordination: E-mail, AF Form 673 with Copy of Draft pub attached (Copy of AF Form 673 and draft publication to each coordinating officer, or Fax). It is strongly recommended that the coordination be accomplished via e-mail.

Suspense for Coordination – A two-week suspense is usually sufficient. Ensure you receive a written response from all offices. If you don't receive a written response from an office, *don't assume that office concurs with your draft publication--* They may have never received your request for coordination. Don't state on the coordination document (e-mail, AF Form 673, or other means of coordination) that "*a no response will be considered a concur.*" You must have a written reply from all of the coordinating organization(s)/official(s) stating their concurrence or nonconcurrence.

STEP 3 - COORDINATE WITH STAFF OFFICES OUTSIDE YOUR FUNCTIONAL AREA

The "coordination" process is one of the most important steps in the publishing process. Coordination of your publication give other actions officers a chance to suggest other topics or problems that you might not have considered when preparing your publication.

- Use E-mail or facsimile as an alternative method to coordinate your publication.

- IAW AFI 33-360, Volume 1, Table 3.1, obtain written coordination from organizations having a technical/legal interest in your proposed publication. IAW AFI 33-360, Volume 1, Table 3.2, mandatory coordination is required from:

- **Administrative Communications (75 CS/SCSA)** --Jeni Hadden

- **Publishing Management (75 CS/SCSP)**--Jane Barker and Billie Massengale

- **Base Records Mgt/ICR (75 CS/SCSR)**--Terri Moran

- **FOIA/PA (75 CS/SCSRF)**--Mary Maynard

- **Staff Judge Advocate (OO-ALC/JA)--** Jon Jepperson

NOTE
Obtain OO-ALC/JA coordination after functional (AFI 33-360, Volume 1, Table 3.1) and **mandatory** coordination (75 CS/SCSA, 75 CS/SCSP, 75 CS/SCSR in the title of the publication & 75 CS/SCSRF) requirements have been met

- **Labor Employee Relations (OO-ALC/DPCE)--** Nancy Valenski

NOTE
Obtain OO-ALC/DPCE coordination after functional (AFI 33-360, Volume 1, Table 3.1) and mandatory coordination (75 CS/SCSA, 75 CS/SCSP, 75 CS/SCSR in the title of the publication & 75 CS/SCSRF) requirements have been met. Route through your organizational labor relation's function.—The organizational labor relations function may send to OO-ALC/DPCE for you but if the package is returned to you, send to OO-ALC/DPCE, Nancy Valenski.

STEP 4 - CLEAR UP PROBLEM AREAS/DISCREPANCIES FOUND DURING COORDINATION

- As you receive coordination responses, you might need to change parts of your draft publication to receive a concurrence. You may agree or disagree with recommendations. If you disagree or reach an impasse on a nonconcurrence, try to resolve the problem. If you cannot, take the problem to the next higher authority. The Publishing Management Office cannot release any draft for final publishing with an unresolved non-concurrence or insufficient coordination.

- Take appropriate action to clear up any non-concurrences or problem areas with the coordinating official. Ensure that all resolutions are in writing. These resolutions become part of the coordination package. Attach recoordination memos or e-mail to your package that substantiates your resolution. Remember to include these memos or e-mails with your final publication package.

> **NOTE**
>
> Once all changes have been incorporated, it's not necessary to recoordinate with everyone that was on your coordination list. If the changes affect the technical content and affect the process, then recoordinate it with those affected.

STEP 5 - PREPARE YOUR FINAL DRAFT PRIOR TO SUBMITTING TO 75 CS/SCSP FOR PROCESSING/FINALIZATION

- Ensure that you have resolved all issues/recommendations and made the appropriate changes. Do *not date* your draft. The Publishing Manager will insert the date and the compliance statement banner when the publication is ready for finalization.

- Copy publication and graphics files on to a 3 ½ inch disk

- Make copies of all original coordination documentation for your file

STEP 6 - COMPLETE AF FORM 673, REQUEST TO ISSUE PUBLICATION

[DOWNLOAD AF FORM 673](#)

Not all of the "Blocks" of AF Form 673 are addressed here because they are self-explanatory. If you have questions completing AF Form 673, please call the Hill AFB Publishing Manager, extension 777-3658.

- **Block 1–To:** 75 CS/SCSP

- **Block 11–Advance Copies Req'd:** 0

- **Block 12–Distribution:** Indicate the applicable distribution symbol. Review the table below to make your determination.

DISTRIBUTION CODE	APPLIES TO
F	Functional distribution; available to everyone.
X	Special distribution required. List offices requiring special copies with complete addresses & number of copies required. Publications not available electronically via the internet will be X-distribution- customers needing paper copies will contact the OPR.

NOTE

Nearly all of the Hill AFB publications are "F" distribution and available in digital media via the Internet.

If your publication is "FOR OFFICIAL USE ONLY (FOUO)—it must be "X" distribution at this time. FOUO publication will not be hosted on the Hill AFB Publishing web site. You are responsible for making copies and the distributing the publication.

- **Section II Coordination and Concurrence**. List all offices that you obtained coordination from on the AF Form 673, Section II. If you need additional space on the form to list all organizations that coordinated on the document, continue on the reverse side of AF Form 673 or on a blank sheet of paper.

> ### *NOTE*
>
> All internal coordination will be kept at your level for your records.

- **Block 16-Remarks.** This block is used for comments to the publishing manager. The following statements must be in the "Remarks" block of AF Form 673 to indicate your publication is not less restrictive or contradictory to higher-level:

    o "All differences noted during coordination have been resolved."

    o "This publication is not less restrictive than nor contradictory to higher-level policy."

    o If due to language of a Hill AFB Manual, the OPR determines compliance is mandatory, insert the "Request the compliance banner statement be inserted."

- **Certifying Authority.** This is one level of management above the OPR.

- **Approval Authority.** This is the director of the two-letter unit.

STEP 7 - SUBMITTING THE COMPLETED PUBLICATION PACKAGE TO 75 CS/SCSP

- The publication package must contain:

    Original signed AF Form 673;

    All "original "coordination documents (not copies); and

    The publication and graphics files on disk if the publication has not been sent to the Hill AFB Publishing Manager via e-mail. It is requested that graphics files not be sent via e-mail.

NOTE

It's the OPRs responsibility to ensure all requirements including proper coordination, are met before submitting a publication for final processing. Publications received for processing that have not been formatted correctly, fully coordinated in accordance with AFI 33-360, Volume 1, will be returned to the OPR for reaccomplishment.

Chapter

2

Preparing a Revision to a Hill AFB Publication

A "revised" Hill AFB publication is one that supersedes a previous edition.

Getting Started. Like any writing project, revising a Hill AFB publication can be confusing—do you recreate the document or do you use the document from the Internet? Hill AFB Publications are available via the Internet in Portable Document Format (PDF), but you will not be able to make your revision to the "PDF" document, so you must request the text file from the [Hill AFB Publishing Manager](#), Jane Barker, extension 777-3658.

The text file will not have a "date," "compliance" and "availability" statements, or the "signature" block. The "NOT FOR COMPLIANCE OR IMPLEMENTATION" banner and "supersede" statement will be inserted by the publishing manager.

STEP 1 – PREPARING THE REVISED DRAFT PUBLICATION

- ### Formatting your Publication.

°Prepare your draft publication using Word for Windows, Times New Roman (12), 1-inch margins (left, right, top, and bottom); single-spaced, one column (not

dual column), left and right justified. *Do not use the following formatting in your draft publication:*

- Paragraph indents after a paragraph number

- Tabs after a paragraph number

- Soft returns at the end of a line sentence, or paragraph

- Hard returns at the end of a line. Use word wrap.

- Auto numberings

- Tables--Do not use tabs or soft returns in tables. Create cells.

- Graphics--Do not embed graphic files. Provide two separate files in the format of ".jpeg," "jpg," or ".tiff formats for your each of your graphics files. Insert the graphic in your publication to show placement in the publication.

- Don't date your draft publication. The Publishing 75 CS/SCSP will assign the date and insert the compliance and availability statement when the publication is ready for finalization.

Publication Subject Series Title & Publications Number

- o The publication number should remain the same unless you have determined that the publication should be in another series.   If you have determined that the revised publication must be in another series, the following apply:

    - The publication number consists of a series number and control number that identifies your publication; e.g., Hill AFB Instruction 33-101.

    - You need to determine what subject series your publication belongs to and, accordingly, use the appropriate series number. *Review AFI 33-360, Volume 1, Attachment 8*, to determine what numerical subject series best describes your subject matter.

    - The Hill AFB Publishing Manager assigns the control number (last numbers after the subject series number and dash) of the publication. You may request the control number from the publishing manager--but you must submit the purpose statement of your publication before the control number will be issued to you.

- ## Publication Title

    o The title will remain the same unless you have determined that you need to change it to better clarify what the publication is about. If you change the publication title, the following will apply:

    ▪ This is the title you choose to call your publication. It should clearly and concisely describe your publication. Try to express it in a few words—no more than 10, if possible. *Don't use terms such as "handbook" in the title of the publication*

- ## Writing the Purpose Statement

    o The purpose statement should remain the same unless you have to change references or applicability. If you change the "purpose" statement, the following apply:

    ▪ A purpose statement is written for all categories of publications with the exception of Hill AFB Supplements. Supplements "may" have purpose statements if the OPR has determined that a purpose statement is needed to expand on the applicability of the policy.

    ▪ All Hill AFB Publications must have antecedent AF Policy Directive (AFPD) or AFMC Policy Directive (AFMCPD) that is being implemented.

    ▪ The "purpose" statement describes the publications contents. The purpose statement should be brief, but it should also be complete. It should not explain any of the contents in detail, but fully identify the contents. It will also identify to whom your publication applies—its users. Sample: "This instruction implements AFPD 33-3, *Title of AF policy directive,* and applies to ...."). *For additional information on the purpose statement, see AFI 33-360, Volume 1, paragraph 3.38.*

    ### Suggested Improvements Statement

    If you encourage users to provide you feedback and invite suggestions for changes or improvements, add a statement that say so. This statement twill your users what activity wrote the publication and where they can send comments or suggestions for changes or improvements.

    "Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, to (your office title and office mail symbol, street address, Hill AFB UT 84056-XXXX (XXX is the last four digits of you zip code)."

- ## Table of Contents

  - The table of contents lists the divisions of the publication. A table of contents serves the whole publication. List the main divisions of your publication by number and title. List them exactly as they appear in the text, and in the same order. Include the title of each part, chapter, section, and main paragraph.

- ## Prescribing a Hill AFB Form in Your Publication

  If the publication prescribes a form, allow enough time to design the new form. Contact the Base Forms Manager, 75 CS/SCSP at extension 777-3913. Forms Guidance: [What Is a Form and Forms Development Requirements](#)

  °The prescribing directive (Hill AFB Publication) will:
  - Explain who completes the form
  - Number of copies needed.
  - What to do with each copy
  - How to process the form.
  - List "Form Prescribed" in the last paragraph of the publication by form designator and number in numerical sequence.

    Citing Forms. The first time you cite a form in the body of your publication, give the abbreviation for the type of form it is, it's number, and its title e.g., "Use AF Form 673, Request to Issue Publication**,** to Record coordination on your publications." After your first reference to the form, cite only its number when you mention it again, e.g., "Submit AF Form 673 only by mail."

    Blank Copies of Forms. Blank copies of your forms will not be placed in the publication. A completed "sample" form may be placed in the publication if the form is so complicated that the user needs more than your narrative instructions to fill it out. If you have questions regarding the use of blank or sample forms in your publication, call the Hill AFB Publishing Manager, extension 777-3658.

- ## Misc

  - **Citing References.** When citing a reference, tell reader why the reference information is needed, unless it's obvious. References such as "in current directives, " contained in existing instructions" and "as prescribed in pertinent publications" are vague and of little value. Refer only to other publications

the reader must use or are authorized. List all references cited in the publication in Attachment 1, titled, *Glossary of References and Supporting Material.*

o **Abbreviations and Acronyms.** The first time you use an abbreviation or acronym in a publication, show the word or phrase followed by its abbreviation or acronym in parentheses. Don't show the abbreviation or acronym if you use the term only once. Don't use an "s" the first time you use an abbreviation, even though the term is plural of the abbreviation. Use abbreviations and acronyms only to avoid frequently repeating a word or phrase

o Official Office titles and address symbols. The first time you reference an office, spell out the organization's name and then in parentheses indicate the functional mail address e.g., Publishing Management (75 CS/SCSP), thereafter just use the functional address symbol e.g., 75 CS/SCSP).

NOTE 1

The Administrative Communications (75 CS/SCSA) office has a listing of all approved offices and their address symbols for you to use—Office symbols and addresses may be found on the HillNet under the "Resources" icon.

NOTE 2

The office titles and symbols are in Microsoft Excel spreadsheet format. The information that you will be using is in column "A" (address symbol) and column "B" (title). Column "B" also includes the "unit" title i.e., Ogden Air Logistics Center; 75th Air Base Wing, 75th Communications Squadron—Don't include the "unit" title in the official office title. If you have questions regarding the title, please contact Jeni Hadden, 75 CS/SCSA, extension 777-4903.

o **Does your publication contain Privacy Act Information?** If so, consult with your organizational privacy act monitor, and the OO-ALC Privacy Act Manager.

o **Charts, maps, and other graphics.** Include in your publication if absolutely essential.

> **NOTE**
>
> Charts, maps, and other graphic files must be saved in ".jpeg," "jpg" or ".tiff" format and submitted with the final draft publication on a disk.

o **Don't date your draft publication.** Draft publications are not to be used as implementation or compliance documents. When the publication is ready for final publishing, the Hill AFB Publishing Manager inserts the date.

o **Signature Block on the Last Page.** Do not insert the signature block. The Base Publishing Manager will insert the signature block. Note: The signature element on the last page will be your unit director/deputy director (2-letter office symbol). This individual will sign in block 20 of the AF Form 673, but they do not sign the actual publication.

STEP 2 – COORDINATION PROCESS

The "coordination" process is one of the most important steps in the publishing process. Coordination of your publication give other actions officers a chance to suggest other topics or problems that you might not have considered when preparing your publication.

Formally coordinate your publication with all activities having a technical interest in your publication via e-mail. Review AFI 33-360, Volume 1, Table 3.1. for functional coordination requirements .

Suspense for Coordination – A two-week suspense is usually sufficient. Ensure you receive a written response from all offices. If you don't receive a written response from an office, *don't assume that office concurs with your draft publication--* They may have never received your request for coordination. Don't state on the coordination document (e-mail, AF Form 673, or other means of coordination) that "*a no response will be considered a concur."* You must have a written reply from all of the coordinating organization(s)/official(s) stating their concurrence or nonconcurrence.

- **COORDINATE WITHIN YOUR FUNCTIONAL AREA -- USE A MEMO OR E-MAIL, NOT AN AF FORM 673**

  - Ensure that applicable personnel within your organization agree on your draft before sending it outside of your directorate/staff office for coordination. For example, if

you're in Supply, coordinate through affected Supply offices.

STEP 3 - COORDINATE WITH STAFF OFFICES OUTSIDE YOUR FUNCTIONAL AREA

- Use E-mail or facsimile as an alternative method to coordinate your publication.

- IAW AFI 33-360, Volume 1, Table 3.1, obtain written coordination from organizations having a technical/legal interest in your proposed publication. IAW AFI 33-360, Volume 1, Table 3.2, mandatory coordination is required from:

- **Administrative Communications (75 CS/SCSA)** --Jeni Hadden)

- **Publishing Management (75 CS/SCSP)**--Jane Barker and Billie Massengale

- **Records Management (75 CS/SCSR)**--Terri Moran

- **FOIA/PA (75 CS/SCSRF)**--Mary Maynard

- **Staff Judge Advocate (OO-ALC/JA)**--Jon Jepperson (Obtain OO-ALC/JA coordination AFTER functional (AFI 33-360, Volume 1, Table 3.1) and mandatory coordination (75 CS/SCSA, 75 CS/SCSP, 75 CS/SCSR, & 75 CS/SCSRF) requirements have been met.

- **Labor Relations (OO-ALC/DPCE)**--Nancy Valenski (Obtain OO-ALC/JA coordination "*AFTER*" the functional (AFI 33-360, Volume 1, Table 3.1) and mandatory coordination (75 CS/SCSA, 75 CS/SCSP, 75 CS/SCSR, 75 CS/SCSRF, & OO-ALC/JA) requirements have been met. NOTE: Ms. Valenski will log in and route to the organizational analyst.

STEP 4 - CLEAR UP PROBLEM AREAS/DISCREPANCIES FOUND DURING COORDINATION

- As you receive coordination responses, you might need to change parts of your draft publication to receive a concurrence from the coordinating official. You may agree or disagree with recommendations. If you disagree or reach an impasse on a nonconcurrence, try to resolve the problem. If you cannot, take the problem to the next higher authority. *NOTE:* The Publishing Management Office cannot release any draft for final publishing with an unresolved non-concurrence or insufficient coordination.

- Take appropriate action to clear up any non-concurrences or problem areas with the coordinating official. Ensure that you have notified the coordinating official of changes/corrections incorporated in the draft in writing. If all issues are resolved and the coordinating official is agreement with the revised draft, the official will give you a concurrence in writing. All coordination between you and the coordinating official become part of the final publication package. Attach all recoordination memos or e-mail to your final publication package that substantiates your resolution.

    - *NOTE:* Once all changes have been incorporated, it's not necessary to recoordinate with everyone that was on your coordination list. If the changes affect the technical aspect and affect and organization, then you must recoordinate with the affected organization(s).

STEP 5 - PREPARE YOUR FINAL DRAFT PRIOR TO SUBMITTING TO 75 CS/SCSP FOR PROCESSING/FINALIZATION

- Ensure that you have resolved all issues and recommendations identified during the coordination process and made the appropriate changes. Do not date your draft. The Publishing Management Office will assign a date and the compliance statement when the publication is ready for finalization in.

- Copy publication and applicable graphics files on to a 3 ½ inch disk

- Make copies of all original coordination documentation for you file (originals go to the 75 CS/SCSP)

STEP 6 - COMPLETE AF FORM 673, REQUEST TO ISSUE PUBLICATION

DOWNLOAD AF FORM 673

Not all of the "Blocks" of AF Form 673 are addressed here because they are self-explanatory. If you have questions completing AF Form 673, please call the Publishing Management Office at extension 777-3658.

- **Block 1—To:** 75 CS/SCSP

- **Block 11—Advance Copies Req'd:** 0

- **Block 12—Distribution:** Indicate the applicable distribution symbol. Review the table below to make your determination.

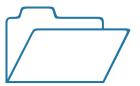| DISTRIBUTION CODE	APPLIES TO
F	Functional distribution; available to everyone.
X	Special distribution required. List offices requiring special copies with complete addresses & number of copies required. Publications not available electronically via the internet will be X-distribution-customers needing paper copies will contact the OPR.

NOTE

Nearly all of the Hill AFB publications are "F" distribution and available in digital media via the Internet.

If your publication is "FOR OFFICIAL USE ONLY (FOUO)—it must be "X" distribution at this time. FOUO publication will not be hosted on the Hill AFB Publishing web site. You are responsible for making copies and the distributing the publication.

- **Section II Coordination and Concurrence**. List all offices that you obtained coordination from on the AF Form 673, Section II. If you need additional space on the form to list all organizations that coordinated on the document, continue on the reverse side of AF Form 673 or on a blank sheet of paper.

  All internal coordination will be kept at your level for your files.

- **Block 16-Remarks.** This block is used for comments to the publishing manager. The following statements must be in the "Remarks" block of AF Form 673 to indicate your publication is not less restrictive or contradictory to higher-level:

    o "All differences noted during coordination have been resolved."

    o "This publication is not less restrictive than nor contradictory to higher-level policy."

    o If due to language of a Hill AFB Manual, the OPR determines compliance is mandatory, insert the "Request the compliance banner statement be inserted."

- **Certifying Authority.** This is one level of management above the OPR.

- **Approval Authority.** This is the director/commander of the two-letter unit.

STEP 7 - SUBMITTING THE COMPLETED PUBLICATION PACKAGE TO 75 CS/SCSP

- The publication package must contain:

  Original completed & signed AF Form 673;

All "original "coordination documents (not copies); and

A 3-½ inch disk containing the publication and if applicable, the graphics files. You may send the publication file to the publishing manager via e-mail; however, it is requested that graphics files not be sent via e-mail.

NOTE

It's the OPRs responsibility to ensure all requirements including proper coordination, are met before submitting a publication for final processing. Publications received for processing that have not been formatted correctly, fully coordinated in accordance with AFI 33-360, Volume 1, will be returned to the OPR for reaccomplishment.